

THE GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Transportation



CIVIL RIGHTS DIVISION

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Civil Rights Division

The Civil Rights Division is responsible for administrations of DDOT's Civil Rights Programs:

[Equal Employment Opportunity \(EEO\)](#)

[Disadvantaged Business Enterprise \(DBEs\)](#)

[Americans with Disabilities \(ADA\)](#)

[Title VI \(Public Participation\)](#)

The Civil Rights Division is staffed with a Civil Rights Manager, and [Civil Rights & Equal Employment Opportunity Specialists, Counselors and Representatives](#) located throughout the Department.

The Department is divided into six (6) Divisions/Administrations including the Office of the Director. Each Division Associate Director has designated collateral duty EEO Representatives and Counselors that work directly with and report to the Civil Rights Manager. The EEO Representatives and Counselors make up an EEO & Diversity Advisory Committee that is chaired by the Civil Rights Manager.

The Civil Rights Division is responsible for management and implementation of the Department's Civil Rights policies and procedures. The Civil Rights Manager has direct communication with the Department's Director and the Director's designees to carry out the following responsibilities:

- Ensure compliance with Federal and D.C. Government anti-discrimination laws, regulations, and policies;
- Develop and Implement the Department's Affirmative Action Programs and Procedures;
- Collecting and analyzing data, identifying problem areas, and developing and recommending affirmative actions aimed at remedying present or past Department discrimination and/or diversifying the Department's workforce;
- Investigating complaints and providing counseling assistance;
- Publicizing the Department's policies & procedures;
- Assisting in the development of an in-house EEO training for all employees, including managers and supervisors;

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EQUAL EMPLOYMENT OPPORTUNITY

POLICY STATEMENT

The District Department of Transportation (hereinafter “Department”) is an equal opportunity employer with a firm commitment to upholding local and federal laws prohibiting employment discrimination. It is a fundamental responsibility of the Department to adhere to policies and practices prohibiting unlawful discrimination and to prohibit instances of unlawful discrimination based on actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, disability, matriculation, political affiliation, or based on a person’s opposition to discriminatory conduct or participation in any manner in a complaint of discrimination.

Unlawful discrimination in employment includes, but is not limited to, discrimination in hiring, transfers, promotions, training, compensation, benefits recognition (awards), discipline, and layoffs and other discharges. It also includes limiting terms, conditions, or privileges of employment, such as limiting, segregating, or classifying an employee in a manner that deprives or tends to deprive the individual of employment opportunities or otherwise adversely affects his/her protected status as an employee.

The Department is firmly committed to equal employment opportunity and supports its integration into all facets of personnel management. Every executive, manager, and supervisor of this Department is responsible and will be held accountable for the equal employment opportunity of Department employees.

By Order of the Director

THE GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Transportation



SEXUAL HARASSMENT

Policy Statement

It is the policy of the Department to provide a work environment free from sexual harassment. Sexual harassment of any employee, in any form, violates the law, has a debilitating impact on employee morale and productivity, and will not be tolerated by the Department. Employees who report sexual harassment or participate in a sexual harassment complaint will not be subjected to retaliation in any way. Accordingly, the Department has a policy of zero tolerance for sexual harassment in the workplace.

SCOPE

This policy governs the conduct of the Department's employees and third parties doing business with or carrying out the goals and objectives of the Department, i.e., vendors, employees of D.C. agencies, and other persons visiting or working at the Department's worksites inside and outside the agency.

DEFINITION

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any one of the following criteria is present:

- 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;*
- 2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or*
- 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.*

The following are examples of conduct, which may create an intimidating, hostile, or offensive work environment:

- Sexually oriented or sexually degrading language describing an individual or his/her body, clothing, hair, accessories, or sexual experiences;*
- Sexually offensive comments, or off-color language, jokes, or innuendoes which a reasonable person would consider to be of a sexual nature or belittling or demeaning to an individual's or a group's sexuality or gender;*
- The display or dissemination of sexually suggestive objects, books, magazines, photographs, music, cartoons, computer internet sites or references, or pictures;*

SEXUAL HARASSMENT

Policy Statement (Continued)

- *Unnecessary and inappropriate touching or physical contact such as brushing against a colleague's body, massaging, tussling or touching of hair, patting, pinching, or hugging, that a reasonable person would consider to be of a sexual nature;*
- *Leering, suggestive facial expressions, gestures, or sounds, such as whistling or kissing noises;*
- *Workplace sexual comments, conduct, displays, or suggestions between two willing parties that would cause a reasonable third party to be offended; and/or*
- *Sexual assault.*

Sexual harassment includes behavior that creates a hostile work environment for witnesses to the inappropriate behavior. Sexual harassment can be committed by persons of both genders, against persons of the same or different gender.

RESPONSIBILITIES

Employees

All Department employees are responsible for ensuring that the workplace is free from sexual harassment by complying with this policy and cooperating fully in the investigation of sexual harassment complaints. Employees who know of allegations of sexual harassment in the workplace or who are victims of or witnesses to sexual harassment are urged to report such conduct to the Department Civil Rights Manager, an EEO Counselor, an EEO Representative, or a Departmental manager or supervisor.

Managers and Supervisors

In addition to their responsibilities as Department employees, as described above, managers and supervisors have an affirmative duty to take all action necessary to ensure that the Department's work environment is free from sexual harassment and that the employees under their supervision who file complaints under this policy are not subjected to retaliation, penalty, or disparate treatment.

D. PUBLICIZING THE DEPARTMENT'S POLICY STATEMENTS

The Department's policy statements are publicized as follows:

1. *Each Department employee is provided a copy of each policy statement upon issuance by the Director.*
2. *Each new employee is provided copies of all policy statements at orientation.*
3. *The policy statements are displayed in prominent places in the Department's various work sites and on the Department's website.*
4. *The policy statements are made part of the Department's Affirmative Action Plan.*
5. *The Department's Civil Rights Manager and staff, EEO Representatives, and EEO Counselors publicize the Department's EEO policies.*
6. *The Department's EEO training programs for managers and supervisors and for employees disseminate information on the Department's EEO policies.*

By Order of the Director